

**WILLMAR COMMUNITY EDUCATION & RECREATION
JOINT POWERS BOARD MEETING
AUGUST 22, 2014**

Members Present: Dave Baumgart, Matt Dawson, Scott Guptill, Tim Johnson, Audrey Nelsen, Bonnie Pehrson, Rachel Skretvedt, Liz VanDerBill

Staff Present: Steve Brisendine, Rob Baumgarn, Brad Bonk, Troy Ciernia, Tammy Rudningen, Becky Sorenson

In the absence of Eric Banks and Darin Strand, Steve Brisendine opened the meeting by asking new member Dave Baumgart to introduce himself. Dave is a newly appointed member by the Willmar City Council. His family has been long time users of the CER programs. He is employed by JOTS and is the president of the baseball/softball booster club.

The first item on the agenda was the Joint Powers Agreement. Liz VanDerBill said she had presented the agreement to the School Board for their approval. The following items were changes the School Board discussed.

Section 8 – Withdrawal – change 6 months to 12 months, this is the portion of the agreement that discusses if an entity wants to dissolve the agreement they must give the other member this length of notice.

Section 5.7 – currently reads: “The Joint Powers Board shall prepare a five year park and facilities capital plan and submit to the Planning Commission, City Council and School Board.” Change to: “CER Staff shall prepare a five year park and facilities capital plan and submit to the Joint Powers Board for revision and approval and refer it to the City Council and School Board for adoption.” Tim Johnson stated he felt the final word “adoption” should be changed to “approval”. **After some discussion, Bonnie Pehrson made a motion to approve the proposed changes to the Joint Powers Agreement. Rachel Skretvedt seconded the motion. Motion carried.**

The next agenda item was the Budget Update. Steve brought the Board up to date on the budget process. He stated most of the requests that he had submitted are in the current proposed budget.

The amount of \$87,000 was budgeted for part-time staff for 2014 with \$70,000 spent as of August 19. Brisendine had requested that amount be increased to allow for increases in the adult soccer program that takes resources to cover more officials for that sport and for CER to put staff back in the parks in the summer time. That park program was eliminated a number of years ago to allow for reductions to this budget area. Two years ago, the part-time staff budget was \$99,000.

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We decreased that for last year to \$87,000 by cutting lifeguards at Robbins Island and the wading pool which did not open last year.

\$200,000 was requested for park budget which was decreased to \$100,000 to assist in balancing the proposed budget. Even with this reduction the amount in the current proposed budget will be a welcome infusion into the park development area and will allow for some of the initiatives that might come from the Park Plan to be realized next year.

Other items funded are:

- Arena – scoreboards for both the blue line and cardinal ice sheets
- Parks – top dress Westwind Park to be used for youth soccer
- Fix warning tracks on Swansson softball fields
- Replace backstops at the Swansson ballfields

Steve mentioned the ten year anniversary of the Aquatic Center and stated that money will be needed to do some updates. He also mentioned that we are working with the Baseball Booster Association to get a scoreboard at Swansson Orange.

Audrey requested a report on participants in softball, baseball, etc for background info. A report will be created for all summer programs and presented at a future board meeting

Matt asked about the process that is used for reporting program participation. Steve responded that all staff creates reports that will be given to the CER Board, School Board and City Council.

Steve handed out a job description for LeAnne Freeman's position. Steve stated he would like the position to be advertised as an Aquatic/Special Events Coordinator. He sees the position as being in charge of all aquatic programming and facilities including; the Aquatic Center, both indoor pools, organizing swim lessons and hiring staff for that along with lifeguard and swim instructor classes. The plan would be to use current CER staff along with part-time staff to pick up the programming that was done by LeAnne at the Community Center.

Audrey Nelsen expressed her concern about not having a full time person staffing the Community Center. She stated others in the City Council felt the same way. Tim Johnson asked about holidays, since School and City holidays don't always match. Steve responded that not having the same holidays between the City and the School will not be an issue as staff if necessary would just substitute days that programming need to take place at the WCAC.

The conflicting holidays are:

- Martin Luther King and Veterans Days – City holidays
- Good Friday /Christmas Eve-School holidays

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Strategic Planning Process: Steve handed out the job description for the Joint Powers Board for members to look over. This will be discussed at next month's meeting with approval potentially taking place. Darin Strand, Audrey Nelson and Liz VanDerBill created the job description document. Discussion followed regarding the Strategic Planning process for the board.

Advisory Board Governance

Understand role and expectations – job description completed

Attend and participate in City Council and School Board Meetings – Liz VanDerBill stated she felt it would be good if JPB members attend the meetings, especially those that have agenda items of interest to the members; brings credibility to items being discussed and allows for more citizen involvement vs everything being presented to policy makers by staff.

Work with staff to empower and organize committees and assignments – find out what each member's interest and chair with staff. We should circle back to this after the Strategic Plan is created to form committees that align with the final strategic plan.

Offer ideas and participate in discussions – Members should feel comfortable participating in the monthly meetings.

Be committed and serve with passion

Program Staff

Determine optimal staffing needs – important to have enough staff

Review levels and plans for adult supervision – concerned for quality of staffing

Professional development and training of staff and volunteers – need to have quality trained staff

Enhance partnership with sponsors on facility use and management

Conduct a compensation study of volunteer and part-time personnel.

The work done on the strategic plan will be placed on the document created by the board and David Unmacht for the board to review and see how far along we are in creating our final plan.

As there was no further business, the meeting adjourned. The next meeting will be Friday, September 26.